



16720/4
NMC Policy Ltr No. 6-98

From: Commanding Officer, National Maritime Center
To: Distribution

Subj: TRAIN THE TRAINER REQUIREMENTS FOR QUALIFIED INSTRUCTORS AND
DESIGNATED EXAMINERS, AND REQUIREMENTS FOR INSTRUCTORS OF OTHER
COURSES

Ref: (a) International Convention on Standards of Training, Certification and Watchkeeping for
Seafarers (STCW), 1978, as amended, Regulation I/6, *Training and Assessment*.
(b) 46 Code of Federal Regulations (CFR) 10.103
(c) 46 Code of Federal Regulations 12.01-6
(d) Navigation and Vessel Inspection Circular 6-97

1. Reference (a) requires parties to STCW ensure that those responsible for training and assessment of competence of seafarers are appropriately qualified in accordance with the provisions of Section A-I/6 of the STCW Code for the type and level of training or assessment involved.
2. References (b) and (c) define qualified instructor (QI) as a person who has been trained or instructed in instructional techniques and is otherwise qualified to provide required training to candidates for licenses, documents, and endorsements.
3. References (b) and (c) define designated examiner (DE) as a person who has been trained or instructed in techniques of training or assessment and is otherwise qualified to evaluate whether a candidate for a license, document, or endorsement has achieved the level of competence required to hold the license, document, or endorsement.
4. Reference (d) provides guidance on the qualifications of QIs and DEs. It allows QIs and DEs to meet the requirements of training in effective instructional techniques or assessment by providing documentary evidence of receipt of such training.
5. The National Maritime Center (NMC) will only approve train the trainer courses for instructors or examiners using simulators in an approved course or program. Train the trainer courses for simulator instructors or assessors should be sent directly to the NMC for approval in accordance with the process outlined in Policy Letter 7-98, *Submission of Applications for Course Approval*. A model course for the training of simulator instructors is available from:

Office of Maritime Labor and Training
Maritime Administration
U.S. Department of Transportation
400 Seventh Street, SW
Washington, DC 20590

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6. For instructors or examiners requesting recognition as a QI or a DE in or associated with non simulator courses or programs, attendance at a Coast Guard approved train the trainer course is not required.
7. Train the trainer courses are available from a variety of sources. Colleges and Universities with schools of education offer such courses. They often offer seminar type training programs of one week in length to meet the needs of training institutions in their area. Industrial training organizations also offer such training commercially to companies and individuals. Schools or individuals seeking train the trainer courses should contact these organizations in their area to determine the availability of these courses. Maritime training institutions may offer their own in-house train the trainer course for their own instructors or instructors of other institutions.
8. A course must include the topics listed in reference (d). The course should be approximately one week in length, or provide the equivalent number (approximately 40) of contact hours, to adequately train instructors and/or assessors in the effective instructional and assessment techniques listed in references (a) and (d). Course completion certificates must state the name of the student, the dates of the course, and the subjects that were taught in the course.
9. Schools that currently offer Coast Guard courses to meet training requirements of STCW will have until August 1, 1998, to train their instructors in effective instructional and assessment techniques in accordance with reference (d). This will be verified at the time of course renewal. Discovery of failure to meet these requirements may result in revocation of the course approval retroactive to August 1, 1998. Schools may submit QI and DE resumes, including their train the trainer course completion certificates, to the NMC for approval if they have any doubt concerning the acceptability of the train the trainer course their instructors or assessors have attended.
10. All of the above applies to STCW related and required education and training. The NMC is acutely aware that STCW requirements for instructors and assessors should not be fully "carried over" to training which is not required by STCW or does not lead to STCW endorsements. However, instructors for other courses, including courses for Tank Barge: Dangerous Liquids and/or Liquid Gases, and courses in lieu of Coast Guard examination for lower level licenses, must have the appropriate professional qualifications (such as: a license, document endorsement, or other relevant professional credentials; and, operational experience and training in instructional techniques). Instructors for non STCW courses are also responsible for making sure their students are achieving the course learning objectives. With this in mind, the NMC has been reviewing instructor qualifications more closely, and will continue to do so.

W. C. BENNETT
By direction

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